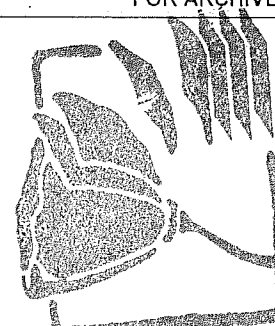


Key # 15970

~~GC 20214 K #15020~~

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION OFFICE OF EMERGENCY SERVICES		(2) AGENCY BILLING CODE 09051		(3) PAGE 1 OF 5 PAGES
(4) DIVISION/ BRANCH/ SECTION Fire and Rescue Branch		(5) ADDRESS 3650 SCHRIEVER AVENUE, MATHER, CA 95655		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 26	(10) SCHEDULE DATE 6/15/07	(11) NUMBER OF PAGES 4	(12) CUBIC FEET (Total Schedule) 559
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 26	(14) APPROVAL NUMBER 93-124	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED - 1
(17) MISSION/FUNCTIONAL STATEMENT : Under the authority of the emergency services act and other legislation, OES mitigates, plans and prepares for, responds to, and aids in recovery from the effects of emergencies that threaten lives, property, and environment				
PART I – AGENCY STATEMENTS				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Scott Vail		(19) TITLE Deputy Chief Admin		(20) PHONE NUMBER 916-845-8728
(21) DATE SIGNED 12.12.06				
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE- RECORDS MGMT. ANALYST [Signature]	(23) CLASSIFICATION Staff Services Analyst	(24) NAME (Printed or Typed) Richard Max	(25) PHONE NUMBER 916-845-8191	(26) DATE SIGNED 12/15/06
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE –CalRIM CONSULTANT Janis Cepanich		(28) APPROVAL NUMBER 08-073	(29) DATE SIGNED 2/29/2008	(30) EXPIRATION DATE 3/1/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)			FOR ARCHIVES' STAMP	
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sydney Bailey, Archivist			(34) DATE SIGNED June 4, 2008	

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS  (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1	75	NOTIFY ARCHIVES	This series includes but is not limited to:  F – 106 Dailey Log F – 10 Apparatus Used Report F – 109 Apparatus Inspection F – 111 Monthly Activity Report F – 157 Fire and Apparatus Inventory & Record Corrective Maintenance & replacement Equipment memo Apparatus for Temporary transfer for Vehicle Equipment	P		Active			Active		Retained until equipment is surplused and replaced by new equipment
2	150		This series includes but is not limited to:  Fire Service Files by Region Operation Area Files by Region Communication Systems Inventory Radio Systems Inventory State Agencies Emergency Plans OES Divisions California State Committees Operation Bulletins Maintenances Bulletins	P		Active			Active		Active until Supersede
3	200		OES F-42 Emergency Activity Reimbursement Records	P		Active			Active		When inventoried, provided 1) Period has been audited or 2) After 10 years has elapsed, which ever is first
4	4		Cal Card Documents This series includes but is not limited to: Monthly Statements Credit Card Receipts Product invoices	P		Active			Active		These files are subject to audit and require a monthly review. Purged annually

08-073

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
5	25		State Assistance for Fire Equipment Act. Documents (S.A.F.E.)	P		5			5		These files are subject to audit and are require over all quarterly report to the legislature.
6	30		Personnel Documents. This series includes but are not limited to: - 634 Timesheets - Travel Expense Claims - Authorization for Overtime form - Authorization for On-Call hours - Authorization to Carry Passengers - Vehicle Logs	P		Active +4			Active +4		Retain at least two years from end of fiscal year in which prepared. After two years, destroy after audit or four years whichever occurs first
7	75		Urban Search and Rescue Files This series included but is not limited to: - Travel Expense for Volunteers - US&R Equipment Information - Incident information from 1989 - Working Groups	P		Active +4			Active +4		Retain at least two years from end of fiscal year in which prepared. After two years, destroy after audit or four years whichever occurs first
8	10	NOTIFY ARCHIVES	<u>HAZ-MAT UNIT</u> Hazardous Materials Emergency Preparedness Library (HMEP) Grant files, CDs and videos (HazMat)	P		Active + 10			Active + 10		Retention Criteria: Project Manager decision
9	7	NOTIFY ARCHIVES	Library: California Accidental Release Prevention (CalARP) Program Rulemaking binders, et. (HazMat)	P		Active + 10			Active + 10		Retention Criteria: Project Manager decision
10	3		Library: Area Contingency Plans (HazMat)	P		Active + 10			Active + 10		Retention Criteria: Project Manager decision
11	12		Library: Contingency Plans, HazMat Spills, CR 88, etc. (HazMat)	P		Active + 10			Active + 10		Retention Criteria: Project Manager decision
12	48	NOTIFY ARCHIVES	Library: Local Emergency Planning Committee (LEPC), spills, etc. (HazMat)	P		10		5	15		Retention Criteria: Project Manager decision
13	48		Library: Certified Unified Program Agency's (CUPAs) by county (HazMat)	P		10		3	13		Retention Criteria: Project Manager decision
14	57		HazMat Unit files: Chronological program files	P		5		3	8		Retention Criteria: Project Manager decision
15	3		HazMat: Old CA Hazardous Material Incident Reporting Systems (CHMIRS) reports	P		1			1		Retention Criteria: Project Manager decision

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
16	6	NOTIFY ARCHIVES	HazMat: State Emergency Response Commission (SERC), LEPC & CEPRC	P		10		3	13		Retention Criteria: Project Manager decision
17	9		HazMat: CUPA Evaluations	P		10		3	13		Retention Criteria: Project Manager decision
18	8	NOTIFY ARCHIVES	Old HazMat files: Chronological files-Administering Agencies (AAs) files, Budgets, Rulemaking files & Tier I & II reports	P		10			10		Retention Criteria: Project Manager decision
19	12		HazMat: Chronological files: Warning Center logs, Public Record Act Requests, CEPRC & LEPC files, Title 19 & Health & Safety Code, Chapter 6.95 files & Public Hearing files	P		10			10		Retention Criteria: Project Manager decision
20	5	NOTIFY ARCHIVES	HazMat: VHS' (videos), Misc: Hazardous Materials Unit Plans	V		5			5		Retention Criteria: Project Manager decision
21	5	NOTIFY ARCHIVES	VHS' (videos), Reports, more chronological files, CUPAs (by city & county)	V		5			5		Retention Criteria: Project Manager decision
22	8		HazMat: County ordinances, previous lawsuit folders, Sara Title III & Misc.	P		10			10		Retention Criteria: Project Manager decision
23	24		Confidential HazMat records (RMP) *Five cabinets are currently locked	P		10			10		*These Five (5) Hazardous Materials Unit cabinets are locked (previously by Fred Lercari).
24	8		HazMat: Area Plans by Operational Area	P		10			10		Retention Criteria: Project Manager decision
25	8		HazMat: 304 follow-up written reports	P		10			10		Retention Criteria: Project Manager decision
Tot al	840		Records Retention Schedule Std. Form 73 NO VITAL RECORDS ON THIS RECORDS								Retain as current unit revise or renewed

\* Provide total of office and departmental

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS  (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

26.			<u>Records Management</u>								
			STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
27.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
28.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
29.			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
			<b>Electronic Mail</b>								
35.			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.